

## II. AVIATION POL

### 1. POL Administration

#### a. Standing Operating Procedures (SOP)

Does the commander ensure there is an established Standing Operating Procedure (SOP) for personnel that handle and account for bulk fuels by the particular organization? (*AR 710-2, para 2-37b(3); AR 385-95, para 1-6a(4)*) **P / F / NA**

#### b. The Army Records Information Management System (ARIMS)

(1) Are Office Record Lists (ORL) being created, approved, and maintained on the ARIMSwebsite? (*AE 25-400-2, para 5h*) **P / F / NA**

(2) Does the filing labels contain the correct information according to AE 25-400-2? (*AE 25-400-2, para 5a,b,c & d*) **P / F / NA**

(3) Are the ORLs being reviewed for approval by the supporting MSC or ASG records manager?(*AE 25-400-2, para 4b(5)b*) **P / F / NA**

#### c. Publications / Reference Library

(1) Does the POL section maintain a complete, up-to-date set of technical publications for it's specific duties? (*FM 3-04.500, pg 8-17*) **P / F / NA**

(2) Are publications filed alpha-numerically? (*DA Pam 25-40, Appendix E*) **P / F / NA**

(3) Are changes to publications posted correctly? (*DA Pam 25-40, Appendix E*) **P / F / NA**

#### d. Forms and Records

(1) Has the commander designated in writing a responsible individual to maintain control of all fuels and to provide an audit trail? (*AR 710-2, para 2-37b; DA Pam 710-2-1, para 12-13*) **P / F / NA**

(2) Do fuel sample logs indicate assigned sample number, sample history, and test results? (*AR 710-2, Appendix C-4c(3)*) **P / F / NA**

(3) Are records of petroleum product analysis reports maintained for at least two years? (*AR 25-400-2, FN: 70-12b*) **P / F / NA**

(4) Are fuel sample tags completed and attached to each fuel sample submitted for laboratory testing? (*AR 710-2, Appendix C-4c(3)(b)*) **P / F / NA**

(5) Are records kept of filter/separator pressure differential readings? (*FM 10-67-1, pg 13-4*) **P / F / NA**

(6) Are DA Form 3643 (Daily Issues of Petroleum Products) utilized and filled out properly for all fuel issued? (*DA Pam 710-2-2, para 12-15b*) **P / F / NA**

(7) Are DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies) utilized and filled out properly each month? *(DA Pam 710-2-1, para 12-16)* **P / F / NA**

(8) Is defueling documented on the DA Form 3643? *(AR 710-2, para 2-37c)* **P / F / NA**

(9) Is a log maintained of permanent and semi-permanent airfield grounding points to identify each rod, the date tested, and the resistance reading? *(FM 10-67-1, pg 2-11; TM 1-1500-204-23-1, para 3-4c)* **P / F / NA**

(10) Is the DA Form 4702-R monthly bulk petroleum accounting summary (MBPAS) used at the end of each month to show allowable and actual gains/losses? *(AR 710-2, para 2-37i)* **P / F / NA**

(11) When a loss or gain exceeds the allowance is the proper report conducted and attached to the MBPAS as supporting documents? *(AR 710-2, para 2-37i(3))* **P / F / NA**

(12) Has a document register been established to record and control documents relating to the POL account? *(AR 710-2, para 2-37b(1)(e))* **P / F / NA**

(13) Is DA Form 4702-R properly assigned a property account number? *(DA Pam 710-2-1, para 12-19)* **P / F / NA**

#### **e. Training**

(1) Has the Commander established a maintenance-training program? *(AR 750-1, para 2-16c; USAREUR Reg 350-1, para 3-1)* **P / F / NA**

(2) Has the commander implemented a training program to ensure that petroleum-handling personnel are trained in safe and proper methods of various aspects of POL operations? *(AR 710-2, para 2-37b(2); FM 10-67-1, pg 2-1)* **P / F / NA**

(3) Does the commander ensure only those personnel who have completed a course of instruction on safe petroleum tank vehicle driving and demonstrated the ability to refuel aircraft using proper procedures are assigned to aircraft refueling operations? *(FM 1-300, para 4-2a; FM 10-67-1, pg 16-3)* **P / F / NA**

(4) Does the training program include subjects on quality assurance requirements and procedures? *(FM 10-67-1, pg 13-2)* **P / F / NA**

(5) Is the semi-annual training program documented and maintained for two years, and include the following subjects: *(Army in Europe Reg 95-1, para 4-3c)*

(a) Dispensing? **P / F / NA**

(b) Inspecting POL facilities and equipment? **P / F / NA**

(c) Fire emergency procedures? **P / F / NA**

(d) Maintaining POL package products? **P / F / NA**

(e) Spill prevention and cleanup? **P / F / NA**

(f) Storage? **P / F / NA**

(g) Quality assurance requirements and procedures? **P / F / NA**

(6) Is a DD Form 1902 (Certificate of Qualification) issued to all personnel who may be required to operate a fuel-dispensing vehicle or refuel aircraft? (*Army in Europe Reg 95-1, para 4-3c(3)a and b*)  
**P / F / NA**

(7) Are crewmembers and aviation maintenance personnel receiving annual training in POL procedures that they may be reasonably expected to perform as part of their normal duties (including visual and preflight sampling procedures, cold refuel at facilities not familiar with refuel or military aircraft, fire emergencies? (*Army in Europe Reg 95-1, para 4-3c(2)*)  
**P / F / NA**

**f. Licensing**

(1) Are all drivers of petroleum vehicles licensed on the type vehicle used? (*AR 600-55, para 1-4h*) **P / F / NA**

(2) Are all licensed petroleum vehicle drivers certified on all aspects of transportation of hazardous materials? (*AR 600-55, Appendix C-4c*) **P / F / NA**

(3) Is annual sustainment drivers training being conducted and signed off on the respective DA Form 348 or indicated in the ULLS software? (*AR 600-55, para 4-4*) **P / F / NA**

(4) Are annual check rides being conducted by the first line supervisor and documented on the individuals DA Form 348 or indicated in the ULLS software? (*AR 600-55, para 4-4*) **P / F / NA**

(5) Does the aviation safety officer or airfield manager annotate on all drivers DD Form 348 and OF 346 completion of the annual vehicle operations near aircraft briefing? (*UR 385-55, para 3-18*)  
**P / F / NA**

(6) Does the driver carry their original ADR certificate when transporting HAZMAT? (*Army in Europe Reg 55-4, Section II, para 11*)  
**P / F / NA**

**g. Safety**

(1) Are risk assessments being conducted prior to every mission? (*UR 385-55, para 3-6*)  
**P / F / NA**

(2) Are ground guides used when backing vehicles within 20 feet from any and all aircraft rotor blades or aircraft? (*UR 385-55, para 3-18*) **P / F / NA**

(3) Do refueling personnel properly wear required protective clothing? (*FM 10-67-1, pg 2-24*)  
**P / F / NA**

(4) Are wheel chocks used on refuelers while refueling aircraft? (*FM 10-67-, pg 16-5*)  
**P / F / NA**

#### **h. Quality Surveillance Program**

(1) Is the performance of all filter/separators, regardless of product in service, checked every 30 days through the submission of samples? (*AR 710-2 Appendix C-4c(7); FM 10-67-1, pg 13-4*)

**P / F / NA**

(2) Are samples of products forwarded to the designated laboratory within 72 hours after the sample is taken? (*AR 710-2, Appendix C-4c3(c)*)

**P / F / NA**

(3) Are filter elements in filter/separators on refueling vehicles changed every 24 months and when laboratory tests show excessive sediment or water? (*FM 10-67-1, pg 13-4*)

**P / F / NA**

(4) Is the date the filter elements were changed marked on the filter/separator housing? (*FM 10-67-1 pg 13-4*)

**P / F / NA**

(5) Is an Aqua-Glo test for water contamination conducted daily at the start of aircraft refueling operations? (*FM 10-67-1, pg 13-4*)

**P / F / NA**

(6) Do refueling personnel know how to properly perform the aqua-glo test (e.g., maximum allowable water reading and actions to take should test exceed limits)? (*FM 10-67-1 pg 13-4 and Appendix E; FM 10-67-2, pg 4-7*)

**P / F / NA**

(7) Do fuel recirculation procedures include circulating a minimum of one half the rated volume of the truck through the filter/separator at normal operating pressure? (*FM 10-67-2, pg 9-8*)

**P / F / NA**

(8) Is the water detector marked or labeled with the calibration/fluorescing code to ensure the proper pad is used? (*FM 10-67-1, Appendix E-2*)

**P / F / NA**

(9) Is a log maintained with the results of the Aqua-Glo test? (*FM 10-67-1, pg 13-7 and Appendix E-6*)

**P / F / NA**

(10) Is aviation and ground fuels filtered before being issued into end/consuming items? (*AR 710-2, Appendix C-4c10*)

**P / F / NA**

#### **i. Refuel Vehicles**

(1) Are petroleum vehicles marked with the appropriate placards and orange warning plates? (*Army in Europe Reg 55-4, Section II, para 24; ADR Part 5.3.1.7.1; ADR Part 5.3.2.2.2*)

**P / F / NA**

(2) Does the driver and vehicle have the following items: (*Army in Europe Reg 55-4, Section II, para 14*)

(a) The equipment required by the AIS and supplemental AISs.

**P / F / NA**

(b) Two chocks blocks of a size appropriate to the weight of the vehicle and the diameter of the wheels.

**P / F / NA**

(c) Two self-standing warning signs.

**P / F / NA**

(d) Reflecting warning vests for each member of the vehicle crew.

**P / F / NA**

- (e) One explosion proof flashlight for each member of vehicle crew. **P / F / NA**
- (f) Two type 10-BC fire extinguishers. **P / F / NA**
- (3) Are all refueling vehicles stenciled with the appropriate markings? *(FM 10-67-1, pg 24-24)*  
**P / F / NA**
- (4) Do all grounding cables on refueling trucks and equipment have the appropriate electrical clip (NSN 5999-00-134-5844) attached? *(TM 1-1500-204-23-1, pg 3-7)*  
**P / F / NA**
- (5) When moving HAZMAT by road, is a HAZMAT transportation document filled out? *(Army in Europe Reg 55-4, Section II, para 8B(1))*  
**P / F / NA**
- (6) Does the driver carry an Accident Information Sheet (AIS) for each hazardous substance or article carried or for each group of dangerous goods that present the same danger to which the substance or article belongs? *(Army in Europe Reg 55-4, Section II, para 12)*  
**P / F / NA**
- (7) Is the AIS in a language that the driver can read and understand, the language of the country where the load originated, the countries through which the load will travel, and the destination country? *(Army in Europe Reg 55-4, Section II, para 12a)*  
**P / F / NA**
- (8) Is a DD Form 626 completed before loading the tank and maintained while the tank is loaded? *(Army in Europe Reg 55-4, Section V, para 38b)*  
**P / F / NA**
- (9) Are tank and pump units properly mounted and tied down? *(FM 10-67-1, pg 24-2)*  
**P / F / NA**
- (10) Our daily preoperational checks and procedures conducted? *(FM 10-67-1, pg 16-3)*  
**P / F / NA**

**i. Packaged POL Products**

- (1) Does unit maintain Standing Operating Procedures (SOP) to ensure proper package petroleum management? *(AR 710-2, para 2-37l(2))*  
**P / F / NA**
- (a) First in, first out use policy? **P / F / NA**
- (b) Required management of product shelf life? **P / F / NA**
- (c) Use of DOD Quality Status List to manage shelf life? **P / F / NA**
- (d) Procedures for contacting the USAPC when items are not identified on the QSL?  
**P / F / NA**
- (e) Marking of containers with new shelf life test information? **P / F / NA**

- (f) Segregation of off-specification items? **P / F / NA**
- (g) Disposal procedures for off-specification product? **P / F / NA**
- (h) Us of FED-STD-793 for shelf life management of GSA items? **P / F / NA**
- (2) Has the commander designated an individual in writing to manage packaged petroleum? (*AR 710-2, para 2-37l(1)*) **P / F / NA**
- (3) Are packaged products inspected every 90 days to determine if each product is within shelf life usability and to determine container condition? (*AR 710-2, Appendix C-4b(2); DA Pam 710-2-1, para 12-27*) **P / F / NA**
- (4) Are products checked against the DOD Quality Status List (QSL) during required inspections? (*AR 710-2, Appendix C-4b(3)*) **P / F / NA**
- (5) Are POL packaged products stored by product, date of pack, and batch or lot number so that the oldest can be issued first? (*DA Pam 710-2-1, pg 174, para 12-27c*) **P / F / NA**
- (6) When expired products are found is DA Form 5832-R completed and submitted to the petroleum manager at the next higher supply level? (*DA Pam 710-2-1, para 12-27c*) **P / F / NA**
- (7) Are POL storage areas properly maintained and regularly inspected? (*FM 10-67-1, pg 2-8*) **P / F / NA**
- (8) Are fire resistant wall lockers and cupboards used for storage of petroleum supply areas? (*FM 10-67-1, pg 2-8*) **P / F / NA**
- (9) Is only explosion-proof electrical equipment used where flammable vapors are present and where POL products are stored? (*FM 10-67-1, pg 2-2*) **P / F / NA**
- (10) Are Material Safety Data Sheets readily accessible for all POL packaged products? (*FM 10-67-1, Appendix N*) **P / F / NA**
- (11) Are adequate fire extinguishers available? (*FM 10-67-1, pg 2-14*) **P / F / NA**
- (12) Are "No Smoking" signs prominently displayed? (*FM 10-67-1, pgs 2-8, 2-13, 2-24*) **P / F / NA**

**k. Waste POL**

- (1) Does the unit implement a local hazardous materials management program that identifies hazardous materials management requirements, assigns responsibilities for management, and establishes local operating procedures? (*AR 200-1, para 4-3a*) **P / F / NA**
- (2) Is a current inventory of hazardous materials maintained? (*AR 200-1, para 4-3b*) **P / F / NA**
- (3) Has the unit upgraded existing aboveground oil and hazardous material storage facilities/systems to provide secondary containment? (*AR 200-1, para 3-3a(4)*) **P / F / NA**

(4) Does the unit dispose of hazardous materials and containers IAW guidance provided by the installation environmental coordinator or local Defense Reutilization Marketing Office? *(AR 200-1, para 4-3e)* **P / F / NA**

(5) Has a program been developed and implemented to track hazardous materials and hazardous waste from “cradle-to-grave”? *(AR 200-1, para 4-3k)* **P / F / NA**

#### **l. POL Spills**

(1) Does the unit SOP cover environmental considerations, conservation, natural resources, and spill procedures? *(FM 10-67-1, pg 1-3)* **P / F / NA**

(2) Does unit control spill with a proactive spill prevention program and immediately clean up and report spills? *(FM 10-67-1, pg 2-2; AR 200-1, para 3-3b(2), para 3-3d(2))* **P / F / NA**

(3) Does the spill contingency planning include for field training exercises and training activities? *(AR 200-1, para 3-3b(4))* **P / F / NA**

#### **m. POL Service Area**

(1) Are fuel tankers spaced a minimum of 25 feet apart during refueling operations or when parked? *(FM 10-67-1, pgs 2-12 and 24 thru 25)* **P / F / NA**

(2) Are grounding rods installed at each refueling point and mark properly? *(FM 10-67-1 pgs 2-10, 2-11; TM 1-1500-204-23-1, para 3-4b(2))* **P / F / NA**

(3) Was the electrical resistance of each permanent and semi-permanent airfield ground point used in the POL service area tested when installed and re-tested every five years or when damaged? *(FM 10-67-1, pg 2-11; TM 1-1500-204-23-1, para 3-3c(1))* **P / F / NA**

(4) Are the following signs posted? *(FM 10-67-1, pg 2-24)*

(a) No smoking **P / F / NA**

(b) Passenger marshaling area **P / F / NA**

(c) Restricted area **P / F / NA**

(d) Alarm **P / F / NA**

(e) Emergency shutoff **P / F / NA**

(5) Are covered storage points available near fuel handling areas for fire extinguishers and other fire extinguishing materials and equipment? *(FM 10-67-1, pg 2-13)* **P / F / NA**

#### **n. Fire Prevention**

(1) Has a fire-fighting plan (FFP) been developed? *(FM 10-67-1, pg 2-14)* **P / F / NA**

(2) Does the FFP include: *(FM 10-67-1, pgs 2-14, 2-15)*

- (a) Proper placement of fire extinguishers? **P / F / NA**
- (b) Training of personnel to form a fire fighting team? **P / F / NA**
- (c) Evacuation routes for vehicles and personnel? **P / F / NA**
- (3) Does the unit have documentation of monthly fire drills? *(FM 10-67-1, pg 2-15)* **P / F / NA**
- (4) Are refueling personnel prohibited from carrying ignition sources around refuel facility? *(FM 10-67-1, pgs 2-4, 2-13, Table 2-3)* **P / F / NA**
- (5) Are all fire extinguishers tagged with the date of the monthly inspection and the initials or name of individual who completed the inspection? *(FM 10-67-1, pg 2-13)* **P / F / NA**

## **2. Refueling Equipment / Operations**

### **a. Refueling Equipment**

- (1) Are the required numbers of fire extinguishers present? One for the pump/filter separator and one for each nozzle. *(FM 10-67-1, pg 15-2)* **P / F / NA**
- (2) Does the command provide adequate type of fire extinguishers that meet requirements for FARP operations? *(FM 10-67-1, pgs 2-14, 15-2)* **P / F / NA**
- (3) Do refueling/POL personnel wear all protective clothing properly during FARP operations? *(FM 10-67-1, pg 2-24)* **P / F / NA**
- (4) Is sufficient water or a water source available to wash spilled fuel from personnel or to wet fuel-soaked clothing before removal? *(FM 10-67-1, pgs 15-27, 15-28)* **P / F / NA**
- (5) Are grounding rods driven at least three feet into the ground at refueling truck locations and at each nozzle? *(FM 10-67-1, pgs 15-27, 15-28)* **P / F / NA**
- (6) Do grounding rods conform to specifications? *(FM 10-67-1, pgs 2-10, 2-11, 15-27, 15-28)* **P / F / NA**
- (7) Does each nozzle have the proper ground cable, handling wire and dust cover attached? *(FM 10-67-1, pgs 15-28, 15-29)* **P / F / NA**
- (8) Are both closed circuit and open-port nozzles available for use? *(FM 10-67-1, pg 15-29)* **P / F / NA**
- (9) Are dispensing hoses long enough to allow for minimum distance between aircraft? *(FM 10-67-1, pg 15-14)* **P / F / NA**
- (10) Are hoses, valves, fittings, nozzles and grounding systems regularly inspected? *(FM 10-67-1, pg 15-28)* **P / F / NA**
- (11) Are dispensing nozzles equipped with 100 mesh screens? *(FM 10-67-1, pg 14-1)* **P / F / NA**



## **b. Refueling Operations**

(1) Are sufficient personnel assigned, trained, and available to operate equipment? One to tend pump and one to tend each nozzle. *(FM 10-67-1, pg 15-5)* **P / F / NA**

(2) Do POL personnel clear the area of loose sticks and other FOD-producing material prior to aircraft arrival? *(FM 10-67-1, pg 15-27)* **P / F / NA**

(3) Are NO SMOKING signs posted around the FARP area? *(FM 10-67-1, pg 15-27)* **P / F / NA**

(4) Has a fuel sample been taken from each dispensing nozzle? *(FM 10-67-1, pg 15-5)* **P / F / NA**

(5) Has a fuel sample been taken from each fuel source? *(FM 10-67-1, pg 15-5)* **P / F / NA**

(6) Do aircraft approach, land, and depart (as terrain permits) into the wind? *(FM 10-67-1, pg 15-2)* **P / F / NA**

(7) Are all passengers and crew, except for one pilot or copilot, required to deplane the aircraft and assist with refueling, or man fire extinguishers? *(FM 10-67-1, pg 15-28)* **P / F / NA**

**NOTE: Evaluation of an operational FARP during the AORSE may be required, this checklist along with the checklists in FM 1-111 Aviation Brigades, Appendix J, will be utilized.**

## **REFERENCES:**

AR 25-400-2	18 Mar 03	FM 1-111	27 Oct 97
AR 200-1	21 Feb 97	FM 1-300	15 Jul 98
AR 385-95	10 Dec 99	FM 3-04.500	26 Sep 00
AR 600-55	31 Dec 93	FM 10-67-1	2 Apr 98
AR 710-2	25 Feb 04	FM 10-67-2	2 Apr 97
AR 750-1	18 Aug 03	TM 1-1500-204-23-1	13 Jan 03, Chg 3
DA Pam 25-40	29 Dec 03	TM 9-2320-279-10-1	15 Dec 03, Chg 9
DA Pam 710-2-1	31 Dec 97	AER 55-4	1 May 03
DA Pam 710-2-2	30 Sep 98	AER 95-1	12 Dec 03
		AER 25-400-2	31 Dec 03
		UR 350-1	22 Jul 02
		UR 385-55	26 Jan 00